

## **5 FAM 1300 PUBLICATIONS AND RELATED SERVICES**

### **5 FAM 1310 PUBLISHING MANAGEMENT**

#### **5 FAM 1311 GRAPHICS AND DESIGN POLICY**

*(TL:IM-18; 9-15-95)*

All Department publications and disseminated information shall adhere to the Department's Graphics Standards Handbook, 5 FAH-7 . This handbook is a supplement to 5 FAM 1300 and is part of the Foreign Affairs Handbook (FAH) series.

##### **5 FAM 1311.1 Use Of The Department of State Seal and Department Identification**

*(TL:IM-18; 9-15-95)*

All Department of State publications shall be clearly identified on the front cover by the words "United States Department of State" and by the Department of State seal. Procedures for using the seal and Department identification are in the Graphics Standards Handbook, 5 FAH-7 .

##### **5 FAM 1311.2 Exceptions To The Graphics And Design Policy**

*(TL:IM-18; 9-15-95)*

Any official who desires an exception to the guidelines in the Graphics Standards Handbook, shall justify in writing why it would not be in the best interest of the Department to publish within those guidelines. Send the appeal to the Publishing Management Officer (PMO), Publishing Services Division (A/IM/IS/OIS/PS) Room 1853 NS.

#### **5 FAM 1312 SCOPE**

*(TL:IM-18; 9-15-95)*

This chapter describes the Department of State policies and procedures concerning the following:

- (1) Printing and/or duplicating material
- (2) Graphics production
- (3) CD-ROM production
- (4) Acquisition of photocopiers
- (5) Acquisition of desktop publishing equipment

## **5 FAM 1313 RESPONSIBILITIES**

*(TL:IM-18; 9-15-95)*

- a. The Assistant Secretary for Public Affairs (PA) and the Deputy Assistant Secretary for Information Management (A/IM) shall jointly oversee Department of State publication activities.
- b. A/IM establishes policies for the following activities:
  - (1) The effective and efficient production of CD-ROMS or printed and duplicated matter either in-house, by GPO, or by other sources; and
  - (2) The consistent presentation of Department of State identification in publications (for example, use of the seal, typeface, agency name, and other design factors).
- c. The Bureau of Public Affairs (PA) reviews for approval all information disseminated for public release in either printed, duplicated, or electronic form (See 2 FAM ).
- d. The Chief, Publishing Services Division (A/IM/IS/OIS/PS), who is also the Publishing Management Officer (PMO), coordinates all Department publication printing, duplicating, and CD-ROM reproduction requests and assures compliance with Federal law and regulations issued by the Congressional Joint Committee on Printing (JCP), the Government Printing Office (GPO), and the Office of Management and Budget (OMB). The Chief also ensures that policy set by A/IM is carried out.
- e. The Publishing Services Division (A/IM/IS/OIS/PS) provides information through printed and graphics media consistent with applicable statutes and regulations. PS is the Department's central printing and publications management organization, mandated by Title 44, U.S.C. and paragraph

30 of the Government Printing and Binding Regulations. PS provides centralized editorial, graphic, printing, and distribution services, and prescribes standards for editorial, printing, and photocopier activities throughout the Department.

- f. Posts and domestic Department of State offices that are not in the Washington D.C. area, are to procure printing, desktop publishing equipment, photocopiers, and other publication services by the most economical and efficient means.
- g. Users of printing, duplicating, and CD-ROM services, and of the Internet and electronic Bulletin Boards, are responsible for their information content. Users are also responsible for preparing manuscripts or information for publication or presentation.

## **5 FAM 1314 OBJECTIVES**

*(TL:IM-18; 9-15-95)*

- a. A/IM/IS/OIS/PS shall assure that all publications produced by the Department meet the following objectives:
  - (1) They are consistent with administration goals and priorities and with the Department's mission, authority, and responsibilities.
  - (2) They fill a legitimate need for information.
  - (3) They are produced and distributed economically and consistent with high professional and technical standards.
- b. The Bureau of Public Affairs (PA) shall assure that the preceding objectives also apply to all printed and electronic materials intended for public dissemination.

## **5 FAM 1315 DEFINITIONS**

*(TL:IM-18; 9-15-95)*

- a. Duplication—(This is also referred to as reproduction.) This is the method of producing already printed material by high-speed copiers.
- b. Printing—Producing materials through traditional offset printing.
- c. Publications—Journals, magazines, periodicals, books, pamphlets, leaflets, and similar substantive issuances. These are produced by the

Publishing Services Division (A/IM/IS/OIS/PS), the Government Printing Office (GPO), or commercial printers. They are intended for distribution within the Department, to the Foreign Service, other Government agencies, or to the public.

- d. Publishing Management—The process of controlling all of the steps in publication production to achieve the most efficient and economical use of resources. These steps include planning, designing, writing, editing, publishing, audience assessment, and dissemination.
- e. Publishing Management Officer (PMO)—The official who exercises administrative staff supervision over the publications printing and CD-ROM publishing in the Department.

## **5 FAM 1316 AUTHORITY**

*(TL:IM-18; 9-15-95)*

- a. Title 44 (Public Printing and Documents) of the U.S. Code applies to all printing and related activities of Federal agencies.
- b. The Government Printing and Binding Regulations, issued by the Congressional Joint Committee on Printing, prescribes the policies and procedures for agencies to follow.
- c. OMB Bulletin No. 81-16, dated April 21, 1981, provides procedures and guidelines for reducing spending on periodicals, pamphlets, and audiovisual products.
- d. OMB Circular No. A-130, dated July 15, 1994, prescribes information management policy including policies relating to information dissemination, records management, and cooperation with state and local governments.

## **5 FAM 1317 APPLICABILITY OF MATERIAL FOR PRINTING, DUPLICATING, CD-ROM, OR DISSEMINATION**

*(TL:IM-18; 9-15-95)*

- a. All material issued by Department offices for printing, duplicating, CD-ROM, or other dissemination media shall be devoted to Department work only. Issued material shall not contain substance which is unnecessary in

the transaction of the work, or which is public business, or which relates to work which some other branch of the Government service is authorized to perform.

- b. Government facilities must not be used for private or commercial printing or duplicating services even if the Government is reimbursed.

## **5 FAM 1318 ACQUISITION OF PHOTOCOPIERS**

*(TL:IM-18; 9-15-95)*

- a. The Publishing Services Division (A/IM/IS/OIS/PS) must approve the acquisition of all Department photocopiers and maintain control over the use of large volume photocopier equipment. See 5 FAM 1342 for procedures on obtaining a photocopier.
- b. Bureau executive officers ensure that photocopier use is only to fulfill essential duplicating needs.

## **5 FAM 1319 APPROVAL OF DESKTOP PUBLISHING EQUIPMENT ACQUISITIONS**

*(TL:IM-18; 9-15-95)*

The Publishing Services Division (A/IM/IS/OIS/PS) must approve the acquisition of any desktop publishing equipment that has large volume printing, graphics, and duplicating capabilities. PS's approval is not needed for the acquisition of personal computer hardware and software. See 5 FAM 1350 for procedures on obtaining PS's approval.